

POSITION DESCRIPTION EP

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to Office of Human Resources. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

PART I-Position Information

1. Agency Name Wichita Region Department for Children and Families			9. Position Number		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Work Specialist			
3. Division ISD/Adult Protective Services			12. Proposed Class Title			
4. Section Adult Protective Service			13. Allocation			
5. Unit Code Adult Protective Services			14(a). Effective Date		14(b). FLSA	
6. Location (address where employee works) City: County:			For Use By Personnel Office		15. By Approved	
7. (Circle appropriate time) Full time Perm. Inter. Part time Temp. %			16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM TO: 5:00 AM/PM			17. Position Reviews Date: Date: Date: Date:			

PART II-Organizational Information

- 18(a). Briefly describe why this position exists. What is the purpose, goal, or mission of the position.)
This position is responsible for receiving reported allegations of suspected abuse, neglect and exploitation of vulnerable adults, assessing information provided, determining if the reports meet the definitions provided within Kansas laws and policies; investigations and provision of, or arrangement of, protective services including community placements, assessing/assisting in obtaining Guardian/Conservatorship, or Voluntary Conservatorship.
- 18(b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name Title Position Number

Who evaluates the work of an incumbent in this position?

Name Title Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Plans and actions must often be creative and innovative while worker must always adhere to established professional social work standards. Work must be completed on a timely basis. Program manuals, written policies and procedures and conferences with supervisor are used for guidance. General assignments are written or verbal.

d) Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
(X) Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

Requires independent judgment with some supervision. Instruction, methods and guidelines are given to employee through the use of procedures and personnel manual and by ways of verbal and written agency policy. Requires the ability to carry out program goals as set out in the APS Policy and Procedure Manual in a timely manner. Maintains professional social work standards. Receives extensive training on adult abuse and neglect throughout the year to maintain program goals. When necessary, will be given additional assignments. The Unit supervisor reviews and monitors all of the following tasks through weekly or bi-weekly conferences for completion of an investigation for compliance with agency regulations, content and accuracy.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments; perform other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.

This position will participate on Integrated Service Teams (IST) which may include team meetings, working collaboratively to find solutions to customer problems and completing work assignments in a timely manner. This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the customer as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a Family Centered approach in exploring positive outcomes.

No.	%	E or M	
I	40%	E	Assesses need, determines eligibility, and develops a plan to meet client needs using agency guidelines and interviewing skills. Investigates reports of adult abuse and neglect. Meets time lines for response, case finding, and assessments according to agency policies and procedures. Addresses allegations of the initial complaints and any other concerns regarding the safety and welfare of the vulnerable adults resulting from the investigation. Completes thorough assessment of the family dynamics and present evidence of maltreatment. Determines whether vulnerable adults need protection from further harm by considering factual information, professional judgment, and appropriate protection practice principles. Discusses case decision with supervisor. Documents all factual information using appropriate agency forms.
II	20%	E	Provides or arranges for service delivery to meet service plan goals through direct or purchased services. Participates as a team member with other professionals in case and treatment planning implementation.
III	20%	E	Manages workload to effectively and efficiently complete assignments by setting priorities and by time management
IV	15%	E	Maintains and uses knowledge of agency procedures and community resources in order to assist clients in accessing needed services. Utilizes agency manuals, directives, and available sources of information.
V	5%	E	Attends individual conferences with the supervisor, agency staffings, unit meetings, and other team meetings as required. Attends orientation sessions and training workshops as planned, recommended or approved by the supervisor for the purpose of learning or improving knowledge and skills.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Continuation of abuse, neglect and/or exploitation, possibly resulting in death.

Life-endangering situation due to lack of needed living arrangement or lack of needed guardian.

Patient remaining in an institutional setting after maximum benefits are reached due to lack of suitable post-institutional living arrangements and/or other needed services.

Damage of credibility of agency in community

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

() Lead worker assigns, trains, schedules, oversees, or reviews work of others.

() Plans, staffs, evaluates, and directs work of employees of a work unit.

() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact with agencies. law enforcement, the Court, District Attorney, other commissions within DCF, victims, Criminal Court, friends and neighbors and relatives of client, hospitals, contractors, other state and local social service agencies and individuals in the community to arrange, coordinate and facilitate provision of services to clients.

25. What hazards, risks or discomforts exist on the job or in the work environment?

-Threats to life from hostile clients and perpetrators.

-Threats to health from exposure to the home that are entered (ie. lice, disease).

-Discomfort from the pressure of communities expectations being different from agencies.

-Threats of /or actual lawsuits.

-Stress.

-Verbal abuse.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

-Cell Phones

-State/personal car-daily

-Telephone-daily

-Computer-daily

PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.

Graduation from an accredited four-year college or university and Licensed by the BSRB, valid driver's license.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position.
(License, registration or certification).

Currently licensed to practice social work in the State of Kansas.

Currently licensed to operate a passenger vehicle.

A master's degree in social work from an accredited graduate school of social work; or a bachelor's degree from an accredited four-year college or university, with a major in social work.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Knowledge of social work theory, principles, methods and varieties of human behavior.

Knowledge of the effects of emotional, social, economic and cultural influences on adults.

Knowledge of the structure and function of mental health and welfare services.

Knowledge of legal aspects of social work and crisis intervention.

Ability to exercise sound judgment with understanding of and commitment to family preservation.

Ability to establish and maintain effective work relationships with diverse populations.

Ability to assess social service needs and identify programs/services sufficient to meet these needs.

Ability to identify dysfunctional relationships and environmental conditions.

Strong interpersonal skills, including the ability to build cross-cultural relationships. Conflict resolution skills. Time management skills. Organizational skills. Strong verbal and written skills.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety, and health guidelines, e.g. using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts, for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

PART IV-Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date